

## TRAVEL EXPENSE CLAIM

See Instructions and \*Privacy

STD.262 (REV. 6-93c)

Statement below

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director		Bargaining Unit # E 99	DIVISION OR BUREAU Executive Office				INDEX 5103	PCA 50001
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street, Suite 450			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento		STATE CA	ZIP CODE		CITY Sacramento		STATE CA	ZIP CODE 95811

(1) MONTH /YEAR		(3)  LOCATION WHERE EXPENSES WERE INCURRED	(4)  LODGING	(5) MEALS			(6)  INCIDENTALS	(7) TRANSPORTATION					(8)  BUSINESS EXPENSE	(9)  TOTAL EXPENSES FOR DAY
(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A)  COST OF TRANS	(B)  TYPE USED	(C)  CARFARE TOLLS, PRKG	(D)  PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Jul-09		Sacramento								6.00	4	2.20		8.20
7/2		Drove to Sacramento A/P							PC		12	6.60		6.60
	1000	Sacramento to Burbank	N/A									-		-
7/3		Ventura										-		-
7/6		Burbank Meetings						11.98	RC			-		11.98
		Burbank to Sacramento							PC	45.00				45.00
	1700	End of Trip										-		-
7/8		Sacramento										-		-
		Drove to Sacramento A/P									12	6.60		6.60
	1100	Sacramento to Burbank						8.32	RC	10.00		-		18.32
		Burbank to Sacramento							PC	9.00		-		9.00
	2330	End of Trip							PC	4.50		-		4.50
7/9		Sacramento								17.75	8	4.40		22.15
												-		-
												-		-
(10) SUBTOTALS			-	-	-	-	-	20.30	-	92.25	36.00	19.80	-	132.35
COLUMN CODE (ACCTG. USE ONLY)														

## (11) PURPOSE OF TRIP, REMARKS AND DETAILS

7/1 - Speaking Engagement RTP Guidelines at Sacramento Convention Center. 7/2 - Sacramento meetings...Flight from Sacramento to Burbank...Lodging N/A stayed w/ relatives. 7/3 - Meetings at Westlake Village. 7/6 - Meetings in Burbank w/ Jay Stark...Flight from Burbank to Sacramento. 7/8 - Sacramento Meetings...Flight from Sacramento to Burbank...meetings w/ LA Housing Dept... Flight from Burbank to Sacramento. 7/9 - CalHFA Board meeting and BTH meeting w/ Secretary Bonner.

## (12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

## (13) PRIVATE VEHICLE LICENSE No.

## (14) MILEAGE RATE CLAIMED

0.55

## AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

08/04/09

Lynn L. Jacobs

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

08/04/09

Judy Nevis

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Jul-09		Sacramento						PC	4.50	4	2.20		6.70	
7/14		Sacramento						PC	9.00	4	2.20		11.20	
7/15		Drove to Sacramento A/P						PC		12	6.60		6.60	
	0730	Sacramento to Burbank	N/A								-		-	
7/17		Oxnard	N/A								-		-	
7/20		Oxnard											-	
		Burbank to Sacramento					29.30	RC			-		29.30	
	1500	End of Trip						PC	36.00	12	6.60		42.60	
7/21		Sacramento						PC	2.50	4	2.20		4.70	
7/30		Sacramento						PC	13.50	6	3.30		16.80	
											-		-	
											-		-	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			-	-	-	-	-	29.30	-	65.50	42.00	23.10	-	117.90
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 117.90

## (11) PURPOSE OF TRIP, REMARKS AND DETAILS

7/14 - Director Jacobs attended the TCAP meeting on Sacramento. 7/15 - Director had a Speaking Engagement Making Home Affordable Program - Roundtable Meeting at the Embassy Suites. 7/16 - Director Jacobs drove to the Sacramento A/P and took a flight to Burbank. Met w/ Percy Vaz of AMCAL Housing. 7/17 - Director Jacobs attended meeting in Oxnard and the Ventura Planning Commission Meeting. 7/20 - AM Oxnard meeting and flight from Burbank to Sacramento. 7/21 - Sacramento Meetings. 7/30 - Sacramento Meetings... The Housing Problem and the Economic Crisis at UC Center Sacramento.

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